

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**SUPERINTENDENT – PARKS AND PUBLIC FACILITIES  
PARKS AND RECREATION DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs complex responsible administrative and supervisory work planning, organizing and directing the maintenance and construction of Parks and Recreation and other City-owned facilities. Employee reports to the Parks and Recreation Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for planning and directing the maintenance and improvement of all park grounds and supervising the operation of the managed parks and related facilities. Duties include responsibility for directing construction and development projects. The employee has considerable latitude for independent judgment and action in accomplishing departmental objectives and participates in the formulation of operating policies, regulations and budgets. Supervision is exercised through subordinate supervisory personnel engaged in various phases of park operation and maintenance. Work is performed in accordance with established policies and regulations under limited supervision of the Parks and Recreation Director and is evaluated through conferences in terms of the effectiveness and efficiency of the park operation and maintenance program.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Participates in planning and directing the development, maintenance, and operation of all City parks and City facilities; participates in the preparation of departmental budget requests and proposals; prepares specifications on equipment and materials utilized in the operation and maintenance areas.

Plans, schedules, and supervises, through subordinate foremen, the work of personnel engaged in parks construction, maintenance, and repair activities; provides advice to foremen on matters of landscape maintenance, mowing, construction, and park facilities equipment repair; trains new employees in landscaping, planting, spraying, pruning and plant propagation procedures.

Ensures all facilities conform to maintenance and safety standards.

Assists with the construction of City facilities as necessary.

## **SUPERINTENDENT – PARKS AND PUBLIC FACILITIES**

Prepares the final division budget and monitors expenditures.

Authorizes expenditures for new programs and/or changes in programs.

On recommendation from subordinate personnel, oversees securing needed replacements, alterations and additions to facilities.

Performs personnel management functions for the division including recruiting and selecting employees and volunteer workers, instructing and training staff, completing employee performance appraisals, and handling various personnel problems or questions.

Makes presentations concerning facility issues before the City Council, Civil Service, public groups and city staff.

Prepares and maintains a variety of complex administrative records and files; prepares reports from the available information.

Responds to citizens' questions and complaints related to grounds maintenance, division activities or services.

Serves as Director of Parks and Recreation in absence of same.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the standard practices, materials, tools, and equipment utilized in parks operations and maintenance and construction.

Considerable knowledge of the principles and practices of parks management.

General knowledge of the current literature, trends, and developments in the field of parks management.

General knowledge of landscaping, planting, spraying, pruning and plant propagation practices and principles.

General knowledge of the philosophy and objectives of public recreation.

General knowledge of the principles of supervision, organization, and administration.

General knowledge of the occupational hazards and safety precautions related to the work.

Skill in the use and care of the tools, equipment and materials employed in the work.

Ability to plan, direct, and coordinate the work of subordinates and to instruct them in proper work methods and procedures.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to prepare and maintain routine work records and reports.

Ability to express ideas effectively orally and in writing.

### **MINIMUM EXPERIENCE AND TRAINING**

## **SUPERINTENDENT – PARKS AND PUBLIC FACILITIES**

Bachelor's degree in civil engineering, landscape architecture, facility construction or maintenance, or a related field; 6 to 9 years of experience in park operations and maintenance work; or any equivalent combination of training and experience to perform the essential position functions.

### **SPECIAL REQUIREMENT**

Possession of an appropriate, valid driver's license issued by the State of North Carolina.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 21, ExemptExempt